



**Neighbourhood Plan, Strategic Project**

**Traffic Management, Parking & Pedestrian Safety Committee**

**TERMS OF REFERENCE**

**1 Remit**

- To support the aims and objectives of the Neighbourhood Strategic Project titled **Traffic and Parking**
  - “A full review of traffic management, pedestrian safety and parking in the village, especially in the village centre.”
- Where applicable, to work with the other stakeholders, to facilitate individual project.
- Projects to include:
  - 4 Actions from the Neighbourhood plan:
    - Action.06: Improving the Village Centre Congestion and Safety
      - Monitoring the progress and long-term effect of the High Street Improvements to be completed in Spring 2021
    - Action.07: Improving Wallingford Road Access and Safety
      - Including: Double Yellow Lines at the Junction of Lockstile Way / Wallingford Road
    - Action.08: Stopping Illegal Use of The High Street By Heavy Goods Vehicles
    - Action.09: Sustainable Village Centre Parking
  - Pedestrian Safety Improvements in Station Road
  - clerk Other projects relating to Traffic and Safety as decided by the Parish Council.

**2 Frequency of Meetings**

To meet as required to support the remit and scope of the NPSP – Traffic Management, Parking & Pedestrian Safety Committee. As long as legislation is in place to lawfully allow it, these meetings may be virtual.

**3 Appointment of Members**

The Committee will be comprised of 3 members with a quorum of two. Membership of the NPSP – Traffic Management, Parking & Pedestrian Safety Committee will be agreed as needed at a full council meeting.

A chairman shall be appointed at the first meeting of the Committee.

**4 Delegated Authority**

The NPSP – Traffic Management, Parking & Pedestrian Safety Committee has no delegated authority, decisions on any request or recommendation of the Committee will be made at the next available meeting of the full council.

Although the Clerk remains responsible in law for the work of the Council as Proper Officer, the Clerk may, at their discretion and under their direction, delegate any administrative task of the Committee to a Committee Member.

## **5 Scope**

- To investigate and progress any projects as deemed by the council to be the responsibility of the Committee
  - Where appropriate form a Sub-Committee with another organisation to do this.
- Where required to define the brief for and commission on behalf of the Council a professional, expert report from a suitably qualified highways consultant
- To advise the council on the choice of consultant and the most appropriate procurement process
- To obtain advice and information on behalf of the Council from the highway authority
- To obtain and evaluate evidence of the views of residents at large and of special interest groups, including but not limited to groups representing the immediate residents to any project, the elderly and disabled people and parents and carers of young children
- Having regard to the results of the 4 items above to recommend to the Council the most appropriate course of action
- To consider and make recommendations on the timing and methods of funding of any works the committee recommends, and the Council approves, including pursuing any grant applications.

## **6 Sub-Committees**

When appropriate to form a Sub-Committee, this TOR shall also be applicable to the Sub-Committee, formed to complete a single project with the following modifications:

[NOTE: The following is written with respect the Station Road Pedestrian Safety Improvements Sub-Committee and refers to MIGGS as the other Stakeholder. The same principles should be followed for any other projects.]

### **6.1 Remit**

The Council having agreed, in the interests of fairness and equality as well as road safety, that pedestrian safety improvements of some kind may be needed in Station Road, appoints the Station Road Sub-Committee to progress the project in partnership with MIGGS

### **6.2 Appointment of Members**

The Station Road Sub-Committee shall consist of the three councillors appointed by the Council to the Traffic Management, Parking & Pedestrian Safety Committee, and three representatives appointed by MIGGS.

A chairman will be chosen at the start of each meeting from among those present. The chairman will normally alternate between a Councillor and a MIGGS representative between meetings.

In the absence of an officer of the council being present, the chairman will ensure a summary record of topics discussed and any decisions made is reported to the Clerk promptly after each meeting.

### **6.3 Quorum & Voting**

The quorum for the Sub-Committee is four, including a minimum of two representatives of the Council and two representatives of MIGGS. It is expected that the work of the Committee will progress via consensus. Should any issue be subject to a vote, the votes of the MIGGS representatives will be regarded as advisory only.

### **6.4 Dissolution of the Sub-Committee**

Unless the Council decides otherwise, the Station Road Sub-Committee will be dissolved when its task is complete or on the dissolution of the current Council, whichever is sooner.

## **7 Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 11<sup>th</sup> January 2021, it shall be reviewed periodically.

Signed:

Dated:

K Bulmer, Chairman